

IT Professional Technical Services Master Contract Program T#:902TS

Statement of Work (SOW) For Technology Services Issued By

Minnesota Department of Agriculture (MDA)

Project Title: Development of a Water Research Inventory Database and Web Application

Service Categories:

- **Analyst-Business**
- **Architecture Planning and Assessment-Information/Data**
- **Database –DB2**
- **Project Management**
- **Web Design & Development _ HTML/XML/DHTML CSS JavaScript**

Business Need

The Minnesota Department of Agriculture (MDA) is in need of a Project Manager and technical team to assist the department with and in developing a new web application and database. We require a senior Project Manager to oversee all aspects of the web application and database project. The project may or may not require dedicated individual(s) for each of the service categories identified above and may be scaled on a week-to-week basis. One individual may bring multiple skills to the project.

Minnesota has a long history of water research conducted by different entities. Many research findings are scattered across websites, reports, journals and other media not readily accessible to water planners, landowners and other citizens. Many of Minnesota's Clean Water Fund stakeholders have identified the need for a centralized, readily accessible water research inventory. This project will result in the creation of a centralized, web-based, user-friendly inventory of water-related research activities in, near, about or otherwise relevant to Minnesota, from about year 2000 forward.

Recently, MDA subject-matter experts with assistance from contracted IT professional services did preliminary work to scope and plan the effort. This resulted in documentation of both business and technology needs. An agile development approach can be used for this project based on the high-level identification of requirements already completed.

The previous work, including a data model and process model with a data dictionary, draft hand-scribed screen designs and high-level project cost estimates can be viewed by appointment, prior to the deadline for questions, at the MDA main office, 625 Robert Street North, St. Paul, MN. To request an appointment to review these documents, contact Barbara Weisman via email at Barbara.Weisman@state.mn.us.

Contractor Duties

- The Project Manager will have overall responsibility for successful planning, executing, monitoring, controlling, and closing out the web application and database development effort.
- The Project Manager will assemble a technical team with the skills necessary to accomplish the work described in the previous high-level documentation of business and technology needs, including a data model, process model, and screen designs for data entry, data queries, maintenance and reporting.
- The Project Manager will work closely with the MDA Project Coordinator, report progress weekly to the MDA Project Management Team, and work as needed with MDA Information Technology Division technical staff (see Project Environment below).
- The Project Manager may at times work with other organizations belonging to a Water Research Database Project Advisory Committee overseen by the MDA Project Coordinator to validate project requirements and objectives.

Project Tasks and Deliverables

A single P/T contractor will provide the professional resources that, combined with State Resources identified below, will:

- Develop and implement a project work plan and schedule.
- Complete the application and database development and configured to implement business requirements.
- Define and document system configuration and workflow.
- Coordinate activity to install the application and database on MDA's application and database hardware with MDA's network team and other IT groups.
- Develop documentation and training for system administrators and users.

Project Milestones and Schedule

The projected start date will be on or around March 19, 2012 or as soon thereafter as possible, with an end date no later than December 31, 2012. Key deliverable dates will be negotiated with the contractor.

Project Environment (State Resources)

The contractor will work directly with the MDA Project Coordinator, who will be the designated business user and main MDA staff contact person for this project. MDA Information Technology Division technical staff will make available the software, hardware, and computing environment necessary to build, install, and operate the application and database.

Current server technology environment on MDA network:

- a. HP ProLiant High Performance Server
- b. IBM WebSphere base edition
- c. IBM HTTP Server
- d. IBM DB2 9.7.2 Express-C
- e. IBM DB2 Net Search Extender
- f. Windows Server 2008
- g. Data and System daily backup
- h. Maximum of 1 Terabyte disk space

Programming languages:

- a. JAVA
- b. JAVA Script
- c. HTML
- d. Extended SQL
- e. Rational Developer 7.5
- f. Exposure to extendable capabilities such as spatial and text extenders (optional)

Agency Project Requirements

The new application and database will be hosted at the Minnesota Department of Agriculture (MDA) at the Orville Freeman Office Building in St. Paul, Minnesota and utilized by MDA staff, authorized partners, and the general public.

The vendor will ensure accessibility standards are included through all phases of the development process; from requirements documentation to development and testing. MN's accessibility standards include both Section 508 technical standards as well as Web Content Accessibility Guidelines 2.0 at the AA level. For more information, see IT Accessibility Standards under General Requirements on page 7.

The contractor must be physically available on site (MDA, St. Paul Office) for activities that require interaction with MDA staff, project team, and stakeholders.

The total cost of the project is not to exceed \$230,400.

Responsibilities Expected of the Selected Vendor

Vendor responsibilities include, but are not necessarily limited to the following:

- Design the application and database architecture.
- Design and develop the application using an IBM DB2 and Websphere platform; and JAVA.
- Develop all project documentation including project work plan and schedule.
- Maintain project benchmarks and timelines.
- Work with the MDA Project Coordinator and other assigned staff to transfer application and database design knowledge.
- Develop testing and implementation schedule correlated to the work plan.
- Propose change management process.
- Provide the Project Manager and other technical staff, whose work the Project Manager will oversee.

Required Skills (to be scored as pass/fail requirements)

The successful candidate will have the following minimum qualifications:

- Five or more years of experience leading IT projects of similar or larger in scope
- Four or more years of experience in developing web-based database applications
- Three or more years of experience programming in web-based languages, preferably JAVA
- Three or more years of experience in relational database design and architecture, preferably DB2
- Experience working in a government setting
- Excellent organizational skills to prioritize, track, document, and communicate progress on multiple project tasks
- Experience with the development of forms and reports

Process Schedule

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|--|-------------------------|
| • Deadline for Questions | 02/14/2012, 4:00 C.S.T. |
| • Anticipated Posted Response to Questions | 02/21/2012, 4:00 C.S.T. |
| • Proposals due | 02/28/2012, 4:00 C.S.T. |
| • Anticipated proposal evaluation begins | 02/29/2012, 4:00 C.S.T. |
| • Anticipated proposal evaluation & decision | 03/07/2012, 4:00 C.S.T. |

Questions

Any questions regarding this Statement of Work should be submitted via e-mail by end of day 02/14/2012, to:

Name: *Barbara Weisman*

Email Address: Barbara.Weisman@state.mn.us

Questions and answers will be posted on the Office of Enterprise Technology website by end of day 02/21/2012, (http://www.oet.state.mn.us/mastercontract/statements/mcp902ts_active.html).

SOW Evaluation Process

All responses received by the due date and time will be evaluated according to the evaluation process below.

Categories and scoring methodology/criteria are as follows:

Cover Letter	50points
Qualifications and Capabilities	350 points
References	100 points
Work Plan	200 points
<u>Cost</u>	<u>300 points</u>
TOTAL	1000 points

Targeted Group and Economically Disadvantaged Business and Individuals will receive 6% additional preference points. These preference points will be calculated as follows:
Cost points X 6%

Veteran-owned/service disabled small business with receive 6% additional preference points. These preference points will be calculated as follows:
Cost points X 6%

Statement of Work does not obligate the state to award a work order or complete the assignment, and the state reserves the right to cancel the solicitation if it is considered to be in its best interest. The Department reserves the right to reject any and all proposals.

Response Requirements/ Proposal Submittal

The evaluation and selection of Responders shall be based on the information submitted in the Proposal. The State will not look for information or clarification outside the information submitted in the Proposal.

Responses must be received no later than **February 28, 2012, 4:00 PM Central Daylight Time (CDT)** and must be submitted via email to Barbara.Weisman@state.mn.us (Subject Line of the email: SOW Response – Water Research Project Inventory). Responses sent to any other email address will **not** be considered.

It is the Responder's sole responsibility to ensure that their submittal is received at the Barbara.Weisman@state.mn.us email address by the response deadline. Responses received after the deadline will not be considered, regardless of any documentation showing when the response email was sent.

The Proposal will be comprised of the following components:

The Proposal shall contain a Cover Letter (Two Page Limit) including the following:

1. Responder's mailing and facility address, facsimile number, telephone number, and web site address (if applicable).
2. Name, title, address, telephone number, and email address of the person designated by the company to answer questions about the Response.
3. Cover letter signed by a designated officer of the company.
4. Location of the company's headquarters, local facilities and satellite offices participating in the Contract Work Order.
5. A detailed explanation of the way in the Responder would be available locally on a day-to-day basis during the period of the Contract Work Order to organize services, provide specific billing and invoicing information, and generally discuss, inform, and interact with the Contract users.
6. Provide a summary of Company background, years in business, history, capabilities, organizational structure and areas of expertise.
7. A statement of acceptance of the Sample Contract Work Order, Exhibit A. All terms and conditions stated in this SOW and the Response shall become a part of the Contract Work Order if the Responder is selected.

Qualifications and Capabilities:

The Proposal shall contain the following details:

1. Provide resumes of the staff who will be assigned to the Contract Work Order and a matrix table listing the following information for each individual assigned to the Contract Work Order: classification(s), summary of educational experience, project role for this SOW, years of experience, and skills and expertise.
2. Provide a detailed description of the Company's experience as it relates to the tasks and deliverables listed in this SOW.
3. Describe the roles of the Responder's Project Manager as well as technical staff and how they communicate with each other and the client.
4. Outline how the Responder ensures that all tasks are completed within a given schedule, are performed adequately, and are performed within or under budget.

References:

The Proposal shall contain the following details:

1. Provide a list of projects your firm has completed for other Governmental Departments within the last 5 years and role in each.
2. Provide descriptions of three (3) projects managed by the Responder's proposed Project Manager within the last five (5) years that include tasks similar to this listed in this SOW. For each of the projects provide: 1) name of the project and the client (including the client contact person with a telephone number and email address); 2) a brief project description including a listing of tasks performed and the personnel who performed those tasks; 3) outcome achieved.

Work Plan:

The Proposal shall contain the following details:

1. Provide a project summary and work plan explaining how the Responder will approach each of the tasks and deliverables described in this SOW.
2. Describe the major activities for each task and deliverable listed, and staff resources required to achieve the tasks and deliverables of this SOW.
3. Project summary must demonstrate the Responder's understanding of the services requested in this SOW and any problems anticipated in accomplishing the work.

Cost Proposal:

The Proposal shall contain a cost proposal in the following format:

Description of Work	Classification for work under this Contract Work Order	*Rate Per Hour	Number of Hours	Expenses	Total

*Hourly rates cannot exceed the hourly rates identified in the Responder's Office of Enterprise Technology 902TS Master Contract.

Conflict of Interest

Responder must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this SOW. The list should indicate the name of the entity, the relationship, and a discussion of conflict.

Required Forms

These forms must be signed by the appropriate individual with the Company, scanned into a file, and included with the email submission. If Responder does not have the capability to provide scanned documents, please email Barbara.Weisman@state.mn.us and other options will be considered. Responders must download the required forms from the following links. In order for you to download the documents, you must type or copy and paste the link's file path and name into your browser address line. When the document file opens, use the "Save As..." feature to save the documents to your computer hard drive or a disk.

- a) Affirmative Action Certificate of Compliance (if over \$100,000)
<http://www.mmd.admin.state.mn.us/doc/affaction.doc>
- b) Affidavit of non-collusion
<http://www.mmd.admin.state.mn.us/doc/noncollusion.doc>
- c) Certification Regarding Lobbying
<http://www.mmd.admin.state.mn.us/doc/lobbying.doc>
- d) Veteran-Owned/Service Disabled Veteran-Owned Preference Form
<http://www.mmd.admin.state.mn.us/doc/vetpref.doc>

General Requirements

Proposal Contents

By submission of a proposal, Responder warrants that the information provided is true, correct and reliable for purposes of evaluation for potential award of a work order. The submission of inaccurate or misleading information may be grounds for disqualification from the award as well as subject the responder to suspension or debarment proceedings as well as other remedies available by law.

Liability

Select Liability Language:

http://www.oet.state.mn.us/mastercontract/itpts/mcp902ts/forms/902TSIndemnity_Liability_Language.doc

Disposition of Responses

All materials submitted in response to this SOW will become property of the State and will become public record in accordance with Minnesota Statutes, section 13.591, after the evaluation process is completed. Pursuant to the statute, completion of the evaluation process occurs when the government entity has completed negotiating the contract with the selected vendor. If the Responder submits information in response to this SOW that it believes to be trade secret materials, as defined by the Minnesota Government Data Practices Act, Minn. Stat. § 13.37, the Responder must: clearly mark all trade secret materials in its response at the time the response is submitted, include a statement with its response justifying the trade secret designation for each item, and defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless the State, its agents and employees, from any judgments or damages awarded against the State in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives the State's award of a contract. In submitting a

response to this RFP, the Responder agrees that this indemnification survives as long as the trade secret materials are in possession of the State.

The State will not consider the prices submitted by the Responder to be proprietary or trade secret materials.

Conflicts of Interest

Responder must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this request for proposals. The list should indicate the name of the entity, the relationship, and a discussion of the conflict.

The responder warrants that, to the best of its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances which could give rise to organizational conflicts of interest. An organizational conflict of interest exists when, because of existing or planned activities or because of relationships with other persons, a vendor is unable or potentially unable to render impartial assistance or advice to the State, or the vendor's objectivity in performing the contract work is or might be otherwise impaired, or the vendor has an unfair competitive advantage. The responder agrees that, if after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to the Assistant Director of the Department of Administration's Materials Management Division ("MMD") which must include a description of the action which the contractor has taken or proposes to take to avoid or mitigate such conflicts. If an organizational conflict of interest is determined to exist, the State may, at its discretion, cancel the contract. In the event the responder was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to MMD, the State may terminate the contract for default. The provisions of this clause must be included in all subcontracts for work to be performed similar to the service provided by the prime contractor, and the terms "contract," "contractor," and "contracting officer" modified appropriately to preserve the State's rights.

IT Accessibility Standards

Responses to this solicitation must comply with the Minnesota IT Accessibility Standards effective September 1, 2010, which entails, in part, the Web Content Accessibility Guidelines (WCAG) 2.0 (Level AA) and Section 508 Subparts A-D which can be viewed at:

http://www.mmd.admin.state.mn.us/pdf/accessibility_standard.pdf

Nonvisual Access Standards

Nonvisual access standards require:

- 1) The effective interactive control and use of the technology, including the operating system, applications programs, prompts, and format of the data presented, are readily achievable by nonvisual means;
- 2) That the nonvisual access technology must be compatible with information technology used by other individuals with whom the blind or visually impaired individual must interact;
- 3) That nonvisual access technology must be integrated into networks used to share communications among employees, program participants, and the public; and
- 4) That the nonvisual access technology must have the capability of providing equivalent access by nonvisual means to telecommunications or other interconnected network services used by persons who are not blind or visually impaired.

[Required clause for all contracts that will NOT be funded either in whole or in part by federal money and that are subject to federal disadvantaged business enterprise regulations.]

Preference to Targeted Group and Economically Disadvantaged Business and Individuals

In accordance with Minnesota Rules, part 1230.1810, subpart B and Minnesota Rules, part 1230.1830, certified Targeted Group Businesses and individuals submitting proposals as prime contractors shall receive the equivalent of a six percent preference in the evaluation of their proposal, and certified Economically Disadvantaged Businesses and individuals submitting proposals as prime contractors shall receive the equivalent of a six percent preference in the evaluation of their proposal. Eligible TG businesses must be currently certified by the Materials Management Division prior to the solicitation opening date and time. For information regarding certification, contact the Materials Management Helpline at 651.296.2600, or you may reach the Helpline by email at mmdhelp.line@state.mn.us. For TTY/TDD communications, contact the Helpline through the Minnesota Relay Services at 1.800.627.3529.

Veteran-owned/Service Disabled Veteran-Owned Preference

In accordance with Minnesota Statute §16C.16, subd. 6a, veteran-owned businesses with their principal place of business in Minnesota and verified as eligible by the United States Department of Veterans Affairs' Center for Veteran Enterprises (CVE Verified) will receive up to a 6 percent preference in the evaluation of its proposal.

Eligible veteran-owned small businesses include CVE verified small businesses that are majority-owned and operated by either recently separated veterans, veterans with service-connected disabilities, and any other veteran-owned small businesses (pursuant to Minnesota Statute §16C.16, subd. 6a).

Information regarding CVE verification may be found at <http://www.vetbiz.gov>.

Eligible veteran-owned small businesses should complete and sign the **Veteran-Owned Preference Form** in this solicitation. Only eligible, CVE verified, veteran-owned small businesses that provide the required documentation, per the form, will be given the preference.

Foreign Outsourcing of Work Prohibited

All services under this contract shall be performed within the borders of the United States. All storage and processing of information shall be performed within the borders of the United States. This provision also applies to work performed by subcontractors at all tiers.

**SAMPLE
STATE OF MINNESOTA
IT Professional Technical Services Master Contract Program Work Order**

This work order is between the State of Minnesota, acting through its _____ ("State") and _____ ("Contractor"). This work order is issued under the authority of Master Contract T-Number 902TS, CFMS Number _____, and is subject to all provisions of the master contract which is incorporated by reference.

Work Order

1 Term of Work Order

1.1 Effective date: _____, or the date the State obtains all required signatures under Minn. Stat. § 16C.05, subd. 2, whichever is later.

The Contractor must not begin work under this work order until it is fully executed and the Contractor has been notified by the State's Authorized Representative to begin the work.

1.2 Expiration date: _____, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

2 Contractor's Duties

The Contractor, who is not a state employee, will: _____ [Thorough Description of Tasks/Duties]

3 Consideration and Payment

3.1 Consideration. The State will pay for all services performed by the Contractor under this work order as follows:

A. *Compensation.* The Contractor will be paid as follows: _____ [For example; Resource Type hourly rate]

Travel Expenses. Reimbursement for travel and subsistence expenses actually and necessarily incurred by the Contractor as a result of this work order will not exceed \$_____.

Total Obligation. The total obligation of the State for all compensation and reimbursement to the Contractor under this work order will not exceed \$_____.

3.2 Invoices. The State will promptly pay the Contractor after the Contractor presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices must be submitted timely and according to the following schedule: _____

4 Authorized Representatives

The State's Authorized Representative is _____. The State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Contractor's Authorized Representative is _____. If the Contractor's Authorized Representative changes at any time during this work order, the Authorized Representative must immediately notify the State.

5 Liability [Insert selected language]

6 Nonvisual Access Standards [if applicable]

SIGNATURES AS REQUIRED BY THE STATE.